

## INTRA-GOVERNMENTAL PAYMENT & COLLECTION CONSOLIDATION

### Plan of Actions and Milestones (POA&M)

Description of Action	Activity Owners	Target Date	Status
Kick-off Meeting to stand up the MEO accounting operations	D. Olson	04/06	Completed
Data call for IPAC policies and procedures	Tengan	04/07	Completed
Draft POA&M for comments to team members	Ware, Tengan	04/15	Completed
Data call due to Capital Accounting Center (CAC)	Team Members	04/19	Completed
Comments to MEO Accounting Matrix due to D. Olson	Ware, Tengan, W.L. Miller	04/19	Completed
Comments to draft POA&M due to CAC	Team Members	04/22	Completed
Conference call with all IPAC Team members to discuss progress. Call-in number is 202-287-1019 at 3:00 p.m. (Eastern Time)	Team Members	05/12 07/08	Completed
Via team members, apprise all of the DOE's procurement officials on EFASC assuming responsibility for IPAC so that timely modifications can be made to ongoing interagency agreements that need to reflect ALC of 89000001. (Effective date of 10/01/2004)	All Team Members	05/14	Completed 06/14
Based on existing policies and procedures, draft, develop and disseminate incoming and outgoing IPAC workflows for DOE offices and integrated contractors	Tengan	05/21	Completed 5/12
Reissued proposed incoming and outgoing IPAC workflows (will be updated as new information is received)	Tengan	05/24	Dates Updates Transmitted: 05/24 06/16
Submit POA&Ms to D. Olson and Team Members	Ware, Tengan	05/24	Dates Updates Transmitted: 04/26 05/03 05/24 06/23
Submit comments to CAC on the proposed workflows	Tengan and Team Members	06/18	Dates comments received: 05/12 via conference call
Draft desk procedures for performing the incoming and	Ware	<del>06/30</del>	Draft disseminated 7/19

outgoing IPAC for all DOE customers. Desk procedures to include all customers' name, phone numbers, and internet addresses. Additionally, disseminate to Team Members for their comments.		07/15	
Submit comments to draft desk procedures	Team Members	<del>07/15</del> 07/31	Comments received and procedures revised.
DOE modifies all interagency agreements to change ALCs to 89000001 (Effective Date Oct. 1, 2004)	All DOE Procurement Communities	08/15	8/5 sent request for status.
EFASC IPAC Team visits Oak Ridge for on-site and on-hand experience	EFASC Team Members	08/15	Site visit not necessary at this time
EFASC IPAC Team visits Albuquerque for on-site and on-hand experience	EFASC Team Members	08/22	Site visit not necessary at this time
Inform DOE STARS community that the October 2004 IPAC billing needs to be delayed to November. (Note: As for integrated contractors and relative to October IPAC business and up-loading IPAC collections into GOALS, they will continue business as usual. The Integrated contractors' October IPAC files will be uploaded into GOALS at the end of October.)	Team Members	08/31	8/16 STARS deployment has been delayed.
Inform respective stakeholders and service providers (those issuing MOUs, GPOs...) of ALC change.	Team Members	09/01	Mentioned again on 9/2 IPAC Team call. Didn't get the impression that all parties have been notified.
Finalize IPAC desk procedures	Ware	<del>08/31</del> 09/10	
IPAC Calls	Team Members	09/10 09/17	301-903-6011 301-903-6012
Provide STARS training to employees who will perform the IPAC accounting functions	Ware	09/17	STARS delayed.
Fully test STARS before actual use of STARS	Ware	09/17	Mid August, sat in on STARS Train-the-Trainer.
Assign employees to new EFASC positions	Ware	09/17	Proposed assignments announced in August.
Develop document control procedures for sharing copies of documents with customers and retention of originals in EFASC.	Ware	09/17	Included in desk procedures.

Create or modify existing correspondence which will be used to notify Approving Officials	Ware	09/17	Included in desk procedures.
Create a web address for IPAC	Ware	09/17	<a href="mailto:IPAC@hq.doe.gov">IPAC@hq.doe.gov</a> created in August 2004.
Oak Ridge and Albuquerque inform Treasury to block Users from using existing IPAC ALC and redirect other Government Agencies to use 89-00-0001 (Effective date of October 1, 2004)	<del>J. Fulcher</del> M. White EFASC	09/27	9/3 letter to Treasury.
Via the Treasury's IPAC bulletin board, CAC places advisory note to all IPAC users that IPAC charges for Oak Ridge's and Albuquerque's ALCs should be directed to 89-00-0001 (Effective October 1, 2004)	S. Iseman Ware	09/27	Treasury has posted on the message board to run from 8/30 – 9/30.
All DOE offices updates the DISCAS Obligation Reference records of the CIDs associated with orders placed with other Government agencies, FERC, and Power Marketing Administrations to ensure the names of the approving officials, CORs, and accounting support are properly annotated to facilitate communication, allocation of costs, and approval.	Team Members		As recommended during 07/08/2004 conference call, place name of accounting support in common area. Recommend that it be in the third field normally reserved for the contract technical support.
Identify what information needs to be provided on the EFASC functional directory: POCs, telephone, fax, email	Ware	09/27	
Provide a Point of Contact for IPACs under the MEO.	Team Members	09/27	No decision has been made at Savannah River.
Notify Oak Ridge of DCS change for YN1902 entry (can no longer be a 270 DCS).	Ware	09/27	Completed 9/10/04
Request user access for 89000001 in GOALS.	Team Members	10/01	Requests made by SPRO, Oak Ridge, and Idaho.
Obtain DISCAS IDs for Albuquerque and Oak Ridge production systems.	Teresa Baldwin Terry Perry	10/01	
ALC 89000001 to open Trading Partner Agreements with other ALCs that only Albuquerque or Oak Ridge had agreements with.	Team Members	10/01	Completed 9/14/04
DOE STARS community suspends IPAC processing for month of October. (Note: Integrated contractors	All DOE	10/01 to 10/31	No longer necessary due to STARS delay.

continue to business as usual.)			
All DOE accounting offices close down DISCAS at their respective sites and work toward creating clean FY-2004 ending balances to include clearing as many suspense items as possible.	Team Members	10/15	
Field Office MEOs receive integrated contractors' October IPAC files and uploads collection data into the web-based IPAC system	Responsible Field MEOs	10/30	
EFASC downloads the October incoming IPAC transactions from GOALS and records to the affected DOE accounts	EFASC	11/02	
EFASC reconciles the IPAC transactions in DISCAS to GOALS to ensure the October SF-224 accurately reflects the IPAC transactions.	EFASC	11/03	
Reconcile DISCAS IPAC related opening balances to DISCAS ending balances	Team Members	11/15	